



Small Town. Real Life.

THE CITY OF DUVALL

WASHINGTON

Part-Time, Contracted City Administrator

Apply by:

February 26, 2021

INTERIM CITY ADMINSTRATOR

WHY APPLY?

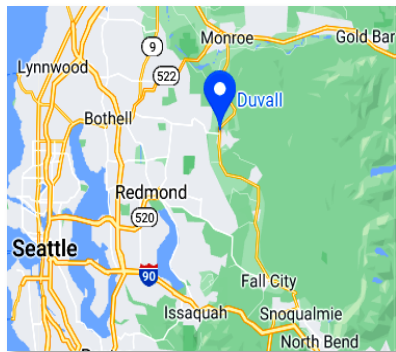
Located 25 miles northeast of Seattle along SR203, the City of Duvall is surrounded by stunning vistas of the Snoqualmie Valley and the Cascade Mountains. The area offers a multitude of outdoor adventures including hiking, mountain and road biking, fishing, kayaking, skiing and golf. Duvall is a diverse and vital community that welcomes families to set down roots and enjoy small town living.



This is an excellent opportunity for an experienced professional looking to make a difference in an active and growing community. This position offers the right candidate a chance to work with dedicated staff to achieve the City's goals and provide outstanding services to its citizens. If you are looking for a challenging and rewarding career opportunity, this is the right position for you!

THE COMMUNITY

Situated between Seattle and the foothills of the Cascade Mountains, the City of Duvall serves roughly 8,000 residents and is a family-friendly community with an abundance of trails, parks, and open space. The City's vibrant Old Town overlooks the Snoqualmie River and valley, offering something for everyone. New businesses and the entrepreneurial spirit are encouraged, providing residents unique local services and products. Residents gather year-round to enjoy the arts, music, community events, celebrating Duvall's distinctive culture, all while embracing the natural beauty of the Snoqualmie Valley. Duvall is an evolving city that honors its rural and agricultural heritage, while remaining on the cutting edge of technology, innovation, and sustainability.



THE CITY

The City of Duvall is fast becoming a favorite residential community for both commuters and for those who choose to conduct business in a small-town setting.



Duvall operates under a Mayor / Council form of government with seven City Council members. Each is elected at large, directly by the citizens,

to staggered four-year terms. The Mayor provides leadership to the City's five departments and implements the policies and ordinances of the City Council. The City currently provides a full range of services, including police, utilities, public works, planning, building, finance and administration, and some of the nicest parks in the valley.

The City currently has 44.5 employees and two bargaining units. Its 2021/2022 biennial budget has an operating budget of approximately \$30 million including a General Fund operating budget of approximately \$11.1 million. The 2021/2022 budget has 23 funds including operating, utility and special purpose funds.



INTERIM CITY ADMINISTRATOR

DESIRED QUALIFICATIONS AND SKILLS

- ◆ Previous experience working in a Mayor-Council environment.
- ◆ Strong understanding of utilities management.
- ◆ Experience with human resources and working with labor unions including compensation, benefits, recruitments, retention, training, bargaining, regulatory compliance and personnel policies.
- ◆ Background in diversity, equity and inclusion, particularly policy development and implementation.
- ◆ Background in policy analysis and development for city operations.
- ◆ Current understanding of city requirements under state and federal law.
- ◆ Master's degree in Public Administration or Human Resources or a combination of relevant experience, certifications and or training.
- ◆ Strong ethical standards with a conservative approach to policy, with a strong focus on government transparency.
- ◆ Excellent management, planning and communication skills.



INTERIM CITY ADMINISTRATOR TASK LIST

- ◆ Oversee existing department work programs, provide guidance and assistance when needed.
 - ◆ Finalize personnel manual update, including drafting legislation to repeal current code.
 - ◆ Review, develop and incorporate diversity, equity and inclusion language into hiring practices with accompanying policy.
 - ◆ Develop and execute an RFP for Municipal Financial Consultant services.
 - ◆ Assist with update of full-time City Administrator job description, including developing a hybrid City Administrator/City Manager description in preparation for potential form of government change to Council-Manager.
 - ◆ Participate in meetings and discussions regarding form of government change as needed, at the request of the Mayor.
 - ◆ Develop Human Resources SOPs to complement the City's first personnel manual and assure compliance with applicable state and federal employment laws.
 - ◆ Lead and manage staff human resources committee, provide recommendations to the Mayor.
 - ◆ Provide weekly office hours for council questions related to upcoming agendas (1-2 hours per week).
 - ◆ Review municipal code for outdated, obsolete and conflicts with state and/or federal law. Develop priority list of related code updates and removal.
 - ◆ Assist with completion of the City's first workload analysis, and recommendations for future staffing levels and positions.
 - ◆ Lead update of management exempt employee benefits, such as development of exempt performance bonus program.
 - ◆ Manage City Hall operations.
 - ◆ Attend City Council meetings when necessary for reporting and when above listed tasks are on the agenda.
 - ◆ Perform related tasks as required, assist with special projects and activities, and perform other duties as assigned.
- (Note: The task list will be prioritized in partnership with the Mayor to ensure adequate time for the most urgent tasks and allowing flexibility to shift as situations change.)*



INTERIM CITY ADMINSTRATOR

IDEAL CANDIDATE

The City has been without a City Administrator since early 2018 primarily due to budget restraints. Since then, the duties of the City Administrator have been taken on by the Police Chief and the Community Development Director. The Interim City Administrator will lay the foundation for a full-time permanent City Administrator in 2022.

The ideal candidate will have experience working with a strong mayor form of government and understand the dynamics of the relationship between the Mayor and City Council. The ideal candidate will have strong leadership and mentoring skills. This role is perfect for the experienced policy and/or HR professional, looking to move into City Administration without the full responsibility, or an individual with strong city administration or human resources background that is looking for part-time work during the pandemic.

Experience in policy writing, human resources will be prioritized to fit the needs of the tasks to be completed.

The successful candidate must be bondable.



COMPENSATION AND WORK ENVIRONMENT

This is a contracted position with no benefits. The position is part-time (average 20-hours per week). Most work will be conducted in an office environment, with the option for some remote work, subject to public health guidelines.

Compensation to be negotiated.

To apply, please send a letter of interest, resume and answers to supplemental questions to:

Jodi Wycoff, City Clerk via email job.apply@duvallwa.gov or mail to:

City of Duvall, PO Box 1300, Duvall, WA 98019.

Submissions are due by February 26, 2021.

The City of Duvall is an Equal Opportunity Employer.

